Council on Technology Services
Privacy, Security & Access Work Group
November 16, 1999

Present: Cheryl Clark (DMV), Jim Adams (DIT), Andy Poarch (DIT), Ray Davis (DGIF), Mike O'Neil (DSS), Dan Galloway (SCC), Ed Morris (DOC), Captain Vass (VSP), Peggy Maupin (DGS), Dan Ziomek (DTP), Virgil Kopf (DGIF), Teresa Thomas (APA), Carrie Gillotte (GMU), Debbie Adams (DMV), Brandon Weidner (Computer Associates), Michael Boorom (Operation Research Consultants), Debbie Goodman (Computer Associates), Prasanna Simha (Computer Associates), Paul Bucher (VDOT), Tom Loper (VIPnet), and Fred Norman (Unisys).

Absent: John Palese (DSS), Darrell Gasaway (DJJ), Pat Jackson (VT) and Bill Russell (Co. of Chesterfield).

The November 16, 1999 COT's Privacy, Security & Access (PSA) Work group meeting was held at the Department of Game & Inland Fisheries. Minutes from the meeting held 10/5/99 were reviewed and approved. Minutes will be posted to the web site.

Cheryl Clark gave an updated on the PSA digital signature presentation, which was presented at the COT's meeting on October 27th. It has been recommended that the PSA Work group redefine their focus and goals relating to privacy, security and access issues. A new work group will be established to focus on digital signatures for the Commonwealth. Under Executive Order 51, Secretary Upson, with the assistance of DIT, DTP and VIPnet, will review available alternatives and recommend a plan to facilitate the use and authentication of electronic signatures by the public and private sectors in the Commonwealth. This newly created work group will define those alternatives and make recommendations to the Secretary by implementing pilots within state agencies.

Ray Davis stated that establishing a second work group was a good idea but he had some concerns about establishing this work group without knowing what direction the Secretary wanted to take. Andy Poarch stated that at the COT's meeting being held on 11/27th, Secretary Upson would give his direction in the area of privacy, security & access and digital signatures.

GROUP DISCUSSION

Cheryl Clark thanked Dan Galloway for scanning information on the Internet and sharing it with the work group.

Cheryl Clark stated that the House has passed HR1714, which is significant for the work group even though it has not been forwarded to the Senate. This might be something that the work group would be interested in reading on digital signatures.

Cheryl noted that a number of state legislatures are considering passage of the UETA model legislation for electronic signatures. Virginia is considering this model legislation in various draft legislation that is being reviewed by JCOTS. This is being actively tracked with the recommendations that were made in the PSA/digital signature report.

Andy Poarch stated because of Cheryl's leadership effort on digital signatures, she has indicated that she will continue to challenge her energies in the direction of digital signatures. With Cheryl's concentration/ focus on digital signatures she will not be chairing the PSA work group. Mike O'Neil has agreed to serve as Chair with the approval of this work group.

The work group unanimously approved for Mike O'Neil to serve as PSA Chair.

Ray Davis commended and thanked Cheryl for her efforts and success in the advancement of this work group.

Captain Vass reported that the Department of State Police's IIS administrative page was hacked. By the layout of the format and language they knew it was not a child. The hackers did not get into the registry and there was basically no damage. It is currently being handled as a criminal investigation. State Police also had a second attempt, as a result of the first one, where a 14 year-old child from West Virginia hacked into the system. State Police had his IP address and were able to trace back to the individual.

DIGITAL SIGNATURE

Cheryl Clark stated that activities/discussions have been going on between the different state agencies/ organizations to incorporate pilots. A meeting is being set up for the morning of December 7th at DMV. A notice will be sent out to participants and participating organizations on the agenda.

COMPUTER ASSOCIATES PRESENTATION

Brandon Weidner introduced Debbie Goodman, Prasanna Simha and Joan Smith with Computer Associates.

Joan Smith, Technical Director, gave a briefing on Computer Associates products and services in the areas of Security with a Unified Enterprise Architecture, Maximizing Exiting Technological Investments and Creating a Winning E-Gov Infrastructure for the Commonwealth of Virginia.

Prasanna Simha, Business Solutions Technologist, stated that one of the tools that Computer Associates plays very strongly in, is providing a common infrastructure that not only leverage what agencies already have but allows agencies to provide a platform that is scalable to build solutions into in the future. They are partners with a lot of technology companies. Computer Associates can incubate agencies existing software from different companies and build solutions into that existing platform.

Joan Smith stated that Computer Associates has worked very hard over the years to get their message out of preserving the investment that companies/agencies have made in their legacy code, regardless of platform. Computer Associates knows how much money and time has been invested in those applications and they do not want to be one of those vendors who says, "throw out and rewrite it".

Cheryl Clark thanked Computer Associates for their presentation and turned the PSA meeting over to new Chair, Mike O'Neil.

Mike O'Neil thanked Cheryl Clark for her leadership in guiding the PSA workgroup on their accomplishments and valuable output available on the PSA Web site.

PSA GROUP DISCUSSION

Mike handed out his suggested PSA efforts for the work group to review and discuss. PSA products would be a series of "white papers". These "white papers" would be issued to the COTS community, published on the Web site and forwarded by the Secretary to Agency Heads.

Outline efforts:

A. Legal Review: Review existing privacy laws and recommend updates for e-government.
B. Publishing the "Categories of Information and Levels of Protection" to other agencies.
C. Providing outlines of technical solutions to the "Levels of Protection" outlined above.
D. Privacy self-audit guidelines for agencies that maintain databases with citizen information.
E. Providing guidelines for sharing citizen information between government agencies (federal, state and local).
F. Providing "best practices" to assist agencies carry out Executive Order 51.
G. Work with the Organizational Work group to develop security components of Enterprise Architecture.
H. Assist the Virginia Task Force that is working on cyber-terrorism issues.
I. Detection and deterrence of computer crime.
J. Public access to agency web site: (1) ADA requirements, (2) Access to the Internet.

Action: After discussion, the group felt it best to focus on defining and recommending privacy self-audit guidelines for agencies that maintain data bases with citizen information, recommend guidelines for sharing citizen information between government agencies and recommend "best practices" to assist agencies in carrying out Executive Order 51. This would be the work of the entire PSA work group.

Andy Poarch suggested that we look at each of the efforts and prioritize them by work group members' availability of time and resources. Once that has been determined these areas can be merged and reviewed for individual action.

Captain Vass agreed and suggested that members bring to the next work group meeting their issues/best practices within their agencies and prioritize a list to establish work group to work on guidelines/ recommendations.

Members agreed that once this work group starts the groundwork, future work groups will be established to address the other areas. Suggestion was made for Mike O'Neil to contact a representative from DRS.

Action: Members will bring their agencies "best practices" to the December 7th meeting to prioritize a list for established work groups.

Action: Mike will contact a representative from DRS .

Ed Morris questioned the definition and use of "privacy". Is it broad enough?

Mike O'Neil stated that he defined "privacy" as meaning the terms and conditions under which information can be released. " Security" was defined as meaning preventing intrusion attempts/ unauthorized entry. "Access" was defined as agency-to-agency access. Further discussion among members after the meeting expanded this to include agency-to-business partner and agency-to-citizen.

Ed Morris stated that he sees this work group assisting Virginia's Integrated Criminal Justice Information System (ICJIS) in developing legislation in the privacy/security area. This work group would look at the statutory requirements that would allow agencies within the ICJIS network to share information.

Captain Vass stated that there two issues in dealing with ICJIS, agency to agency/government to government and public access. The work group needs to review the different issues and regulations and somehow bring them together or review them individually and develop separate regulations to govern them.

Mike O'Neil stated that the work group would need to review what is currently on the Web page, develop guidelines to provide to agencies for their use. He stated that recommendations would be the work group's long term project and completed by the 2001 General Assembly Session. Short-term project would be providing a service of hints/suggested guidelines for agencies to follow in compliance to Executive Order 51.

Captain Vass stated he received a publication on "best practices of records access" from the Bureau of Justice Administration that might have some valuable information for the work group. He will forward the publication to Mike O'Neil for review.

Action: Captain Vass will forward publication from Bureau of Justice Administration to Mike O'Neil for review.

Andy Poarch reported that the COTS Organization Work group priority focus is to validate a model enterprise architecture group to identify the domain processes with the enterprise architecture. Several models all of which have different concepts of what the security domains should be. This work group should have the expertise to offer guidance to this work group and lend expertise in the security area.

Dan Ziomek stated that he was very interested in how the PSA Work group was going to address security as a component or domain of the Commonwealth Enterprise Architecture (CEA). He stated that he went to a recent enterprise architecture meeting where META-Group indicated that there were several different ways to address security in the architecture:

1. Have a separate enterprise level domain architecture for privacy, security and access.
2. Incorporate privacy, security and access in each of the other domains, e.g., applications, platforms, data, information, etc.
3. Choose not to address the issue at the enterprise or Commonwealth level and make it an agency level domain.

Dan recommended that the work group provide recommendations on how best to address the security domain architecture. The first major step in the CEA initiative is at the COTS level, coming to some agreement on the driving strategies and common information requirements (contained in a Common Requirements Vision document) that are going to provide the framework for the rest of the work within the architecture. In terms of timing, working on the security domain architecture will probably begin in a few months, following the initial COTS strategy work in January. Following the January strategy work, the Secretary of Technology and COTS will establish an EA Review Board to develop a conceptual architecture and guide the detailed work involved in each domain architecture, including the security domain. The PSA Workgroup could either serve in an advisory capacity to the EA Review Board, as the security domain architecture is developed, or possibly provide the core membership of the security domain team.

Andy Poarch strongly recommended members to review the Enterprise Architecture Web site: http://www.cots.state.va.us/EA/.

Dan Galloway questioned the work group assistance with the Virginia Task Force on cyber-terrorism issues.

Andy Poarch stated that the Federal government has asked Virginia and Mexico to constitute task forces in the area of cyber-terrorism. Governor Gilmore is chairing a National Task Force on cyber-terrorism and with the involvement of the Governor and Secretary Upson, the PSA work group needs to offer assistance with this task force.

Cheryl Clark noted federal money has been allotted to aid the effort and federal direction to the states of Virginia (East Coast) and Mexico (West Coast) to combat cyber-terrorism.

Mike O'Neil reported on a product called "Bobby" that allows agencies to conduct self-audits in accessing their web sites for accessibility to individuals with disabilities.

Cheryl Clark stated that DMV has looked into this product and found it very useful tool in keeping up with ADA requirements. She suggested that other members might want to look into this product for recommendation on the Web site.

Mike O'Neil stated he envisioned the work group establishing a series of "white papers", as a product to be reported out to the COTS Community and would offer suggested guidelines for agencies to use (ex: self-audit guidelines). These "white papers" would be sent to COTS/ Secretary Upson, agency heads and be published on the PSA Web page. These "white papers" could be used to establish a baseline for the Enterprise Architecture Work group to review.

Ed Morris questioned if the focus of the work group mainly concentrate on the Internet access and privacy issues, restricting the focus mainly to the Internet.

Dan Ziomek commented that the architectural issues go beyond Internet access and the work group should not restrict their focus.

Captain Vass agreed and stated that a lot of information transferred from government/agency to the private sector does not have Internet accessibility.

Mike O'Neil stated that one of the problems is a lot of the data that people want access to is on the mainframe and would be extracted to go into a database that could be accessed on the Internet. The main focus would be better as an IP protocol access.

Special thanks to Ms. Bell Harding, Virgil Kopf and Ray Davis for hosting the work group meeting at the Department of Game & Inland Fisheries.

UPCOMING TOPICS

- Review of member's agencies "best practices".
- Review and selection of priorities for work groups.

Next scheduled PSA Meeting: Tuesday, December 7, 1999

1-3 p.m.
DMV Richmond HQ, Rm. 702
2300 West Broad Street